

REQUEST FOR APPLICATIONS

Jail Compliance Monitoring Services *And* Disproportionate Minority Contact Coordinator



Alabama Department of Economic and Community Affairs

Law Enforcement and Traffic Safety Division

Juvenile Justice Program

Issue Date:
Due Date:

August 24, 2015
September 11, 2015

**Jail Compliance Monitoring Services
And
Disproportionate Minority Contact Coordinator
For the
Alabama Juvenile Justice Program**

The Alabama Department of Economic and Community Affairs' (ADECA) Law Enforcement and Traffic Safety (LETS) Division is seeking applicants to provide required jail compliance monitoring services of Juvenile Residential Facilities and serve as the Disproportionate Minority Contact (DMC) Coordinator for the Division in accordance with the Juvenile Justice and Delinquency Prevention Act (JJDPa) of 2002, including [Sections 223\(a\)\(12\)\(13\) and \(14\)](#).

Submission Information

Please submit a cover letter and resume with three references by 3:00 p.m., **September 11, 2015** to Karen Clifton:

By Mail:

ADECA - LETS Division
P.O. Box 5690
Montgomery, AL 36103-5690

By Courier:

ADECA – LETS Division
Mailroom 404
401 Adams Avenue
Montgomery, AL 36104

Questions

Questions pertaining to this RFA may be submitted by email to Karen Clifton, Juvenile Justice Program Supervisor, at karen.clifton@adeca.alabama.gov or faxed to (334) 242-0712.

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PART I – DESCRIPTION OF POSITION

A. Background on Core Requirements of the Juvenile Justice and Delinquency Prevention Act

The Alabama Department of Economic and Community Affairs (ADECA), Law Enforcement and Traffic Safety Division (LETS) is the designated State Administering Agency (SAA) for the State's participation in the Juvenile Justice and Delinquency Prevention Act (JJDP), and as such must ensure compliance with the core requirements of the Act – Deinstitutionalization of Status Offenders (DSO), Sight and Sound Separation (SSS), Jail Removal, and Disproportionate Minority (DMC) Contact. The selected contractor will provide compliance monitoring of all Juvenile Facilities, both secure and non-secure, in accordance with the JJDP and will serve as the Disproportionate Minority Contact Coordinator for the state.

B. Purpose

The selected applicant will:

1. Monitor all Juvenile Facilities in the state, both secure and non-secure, for compliance with Core Requirements of the JJDP.
2. Serve as the DMC Coordinator responsible for coordinating statewide efforts to address disproportionate minority youth involvement in and contact with the juvenile justice system to ensure the State's compliance with the DMC core requirement of the JJDP.

C. Education and Experience

Bachelor's degree in a human service, education, behavioral sciences or law enforcement related field with a minimum of five years' experience working in the juvenile justice system and/or human services field and two years' experience as an administrator or supervisor.

D. Proficiencies

Basic research knowledge, good writing, organizational, and planning skills, able to coordinate a diverse group of organizations and individuals, capable of efficiently working independently with overall guidance and direction from the State Juvenile Justice Specialist and the State Advisory Group (SAG).

E. Essential Responsibilities for Compliance Monitoring of Juvenile Facilities

Monitoring of Juvenile Facilities:

- Maintains and updates the monitoring universe of all facilities, both secure and non-secure, that hold youth pursuant to public authority in Alabama.
- Conducts site visits to all juvenile detention and correctional facilities every three years.
- Conducts site visits to all short-term (collocated) facilities that are identified in the monitoring universe annually.
- Collects "Juvenile Secure Custody Report" forms on a monthly basis to determine each facility's compliance with the core requirements of the JJDP.

Training and Technical Assistance:

- Develops and produces training materials relating to the current regulations for detaining juveniles within the facilities identified in the monitoring universe.
- Provides periodic training and technical assistance for juvenile facilities' administrators and personnel, Juvenile and Family Court Judges, Juvenile Probation Officers, Intake Officers, and other parties as needed or requested.
- Provides more intensive training for the administrators and staff at individual facilities that experience negative findings during on-site visits or that report negative data in their facility survey results throughout the year. The monitor will develop and deliver corrective action plans to assist those facility administrators and staff with correcting issues regarding non-compliance with the core requirements of the JJDP.

Reporting:

- Submits quarterly narrative progress reports and fiscal reports for the respective calendar quarter (October-December, January-March, April-June, and July-September).
- Completes and submits an annual juvenile jail compliance monitoring report as mandated by OJJDP.

Other Responsibilities:

- Attends national and regional training seminars that may be presented by OJJDP on topics relating to juvenile jail compliance monitoring responsibilities (annually or bi-annually).
- Prepares for and participates in OJJDP's federal juvenile jail compliance audits and site monitoring visits to Alabama that are periodically conducted to verify the State's compliance with the core requirements of the JJDP (periodic, every 3 – 5 years).
- Maintains and preserves all documents that pertain to the State's juvenile jail compliance monitoring in a secure status and provide a copy of all documents to the LETS Division.

F. Essential Responsibilities for the Disproportionate Minority Contact Coordinator

Staff support to the DMC Subcommittee of the Alabama Juvenile Justice State Advisory Group (SAG)

- ✓ Provides assistance with meeting planning, coordination, and staff logistic and administrative support.
- ✓ Provides relevant information and research, national and local, on the issue to keep the subcommittee abreast of the latest trends, proposed plans and recommendations in the juvenile justice field.
- ✓ Other duties as assigned.

State DMC Compliance Plan Development and Implementation

- ✓ Guides the development of a vision, mission and short and long term goals on the issue.
- ✓ Directs/coordinates/conducts the State's data gathering, interpretation, use, and monitoring.
- ✓ Works with the DMC Subcommittee in the development of the State's DMC plan. Keeps abreast of the latest juvenile justice data to guide the State's efforts toward addressing the most disproportionate segments of the juvenile justice system and geographical areas of the State.
- ✓ Prepares the State's three-year DMC plan and its annual updates, which includes juvenile minority over-representation data, the State's DMC strategies, funding and program information.
- ✓ Oversees, coordinates, and monitors, in conjunction with the DMC Subcommittee, the implementation of each action step in the State's DMC plan.
- ✓ Pursues the incorporation of DMC activities and goals as integral to all juvenile justice planning and funding to ensure that DMC is addressed by all juvenile justice initiatives. Advises on improving access to prevention, intervention, treatment, and aftercare services for minority youth.
- ✓ Prepares annual and/or periodic reports and articles on the implementation of the DMC initiative.

Grant Administration:

- ✓ Coordinates the development and implementation of a monitoring and evaluation strategy that measures the performance outcomes of programs aimed at reducing disproportionate trends to ensure the effective and efficient management of the subgrants related to DMC.

Training and Technical Assistance:

- ✓ Identifies the DMC related training needs of the juvenile justice system, law enforcement personnel and related human services systems.
- ✓ Develops ongoing training strategies for systems personnel.
- ✓ Prepares resource materials related to addressing DMC for systems personnel.
- ✓ Conducts training on cultural competency development and attainment and on other DMC intervention strategies as generated by the State's assessment research.
- ✓ Serves as the State Agency's representative on committees or projects related to DMC by acting as a liaison; offering information, education, technical assistance, and support; identifying problems and offering direction.
- ✓ Conducts and organizes conferences, meetings, training workshops and seminars with juvenile justice professionals, State agency staff, community leaders, local and State officials, and youth serving agencies on DMC.
- ✓ Provides technical assistance to encourage development, sound administration and effective services for local DMC programs.
- ✓ Formulates and writes technical assistance requests to OJJDP on behalf of the State and its localities.

Public Education, Coordination, and Outreach:

- ✓ Disseminates information on DMC issues and annual and/or periodic reports and articles on the implementation of the DMC initiative.
- ✓ Coordinates DMC activities with other pertinent Federal, State and local programs, priorities and initiatives.
- ✓ Invites public and private agencies responsible for services to youth in the juvenile justice system in the planning and designing of the State's DMC plan.
- ✓ Convenes community groups, juvenile justice agencies, school personnel, funding entities, researchers and evaluators, and others to encourage cooperative strategies to address DMC.
- ✓ Works with State and local agencies to design and implement a DMC planning process specific to each of their communities, to reduce the numbers of minorities in the juvenile justice system and improve services to minorities. Insures the participation of minority local officials and community leaders.
- ✓ Coordinates, in conjunction with the DMC Subcommittee, the ongoing review and assessment of existing juvenile justice programs, policies, statutes and funding mechanisms to ensure their activities are not detrimental to minority youth in the juvenile justice system.

PART II – AWARD INFORMATION

A. Funding

\$60,000 annually is allocated for these services, plus travel expenses not to exceed \$3,000 annually.

B. Award Information

Equipment and Supplies Used to Perform Work

The monitor(s) will be responsible for the purchase, operation, use, storage, maintenance, and security of its own equipment and supplies that it will use to perform the professional services described in this scope of work. The monitor(s) will not submit to the Division any bills for the payment of costs associated with the purchase, operation, use, storage, maintenance, and security of such equipment and supplies, nor will the monitor(s) receive any payment from the Division for such costs. The monitor(s) agree to hold harmless the Division for any problems associated with the purchase, operation, use, storage, maintenance, and security of its own equipment and supplies.

C. Period of Performance

The LETS Division anticipates awarding the project to begin January 1, 2016 for a two-year period with an option to extend for up to two additional years.

D. Method of Payment

Payments shall be made on a cost-reimbursement basis.

E. Costs Generally Unallowable

Per the Subgrantee Administrative Manual (SAM)

Land acquisition;

- Compensation of Federal Employees;
- Travel of Federal Employees;
- Bonuses or Commissions;
- Costs of preparing proposals for potential subgrants;
- Military type equipment;
- Lobbying activities;
- Fund raising;
- Cost Allocation Plans;
- Corporate formation;
- Imputed Interest;
- Other additional costs as stated in the SAM.